

October 15, 2008

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on September 25, 2008, and recommends the following motions:

1. Review minutes of:
 - a. Housing Authority (8/18/08).
Receive & place on file.
2. Communication from Supervisor Steve Fewell re; Review and make update the Brown County Code 30.07 relating to charges for Sheriff's department patrol division. (Referred from August County Board.) Hold for one month.
- #2a Communication from Supervisor Julie Knier re: Disallowance of claim resolutions shall provide information on the circumstances of the claim. (Referred from September County Board.) Hold for one month.
- #2b Resolution re: Approving New or Deleted Positions during the 2009 Budget Process (For Corporation Counsel & Administration Dept. – Information Services.) (Referred to Executive Committee) No action taken. See Resolutions, Ordinances October County Board.
3. Appointment of Supervisor Carole Andrews to Facility Master Plan Sub Committee. Approve.
4. Facility Management - Request for Budget Transfer (#08-58): Interdepartmental Transfer (including contingency or general fund transfers): Request \$14,000 from Asset Maintenance fund to Library for elevator repairs at Central Library. (Referred from Education & Recreation Committee.) Approve.
5. Facility Management - Update on Computer Room Fire Suppression System.
Hold for one month.
6. Facility Management - Budget Status Financial Report for August 31, 2008.
Receive & place on file.
7. Treasurer - Update on conversion to Chase Bank.
 - a. Banking issues at the NEW Zoo.
(Held from previous meeting.)
Receive & place on file.

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8. Treasurer - Budget Status Financial Report for July & August 2008. Receive & place on file.
- #8a Treasurer - Communication from Supervisor John Vander Leest re; Request to review Brown County's policies on unpaid property tax bills. (Referred from September County Board.) Receive & place on file.
9. Dept. of Administration - Request for Budget Transfer (#08-61): Increase in Expenditures with Offsetting Increase in Revenue. Requesting budget transfer of revenues & expenditures from bond accounts that were refunded with 2008 bonding. Approve.
10. Dept. of Administration - 2008 Budget Transfer Log. Approve.
11. Dept. of Administration - Asset Maintenance Fund Expenditures. Approve.
12. Dept. of Administration - Budget Status Financial Report for August 31, 2008. Receive & place on file.
13. Dept. of Administration - Information Services – Budget Status Financial Report for August 31, 2008. Receive & place on file.
14. Dept. of Administration - Executive Resolution re: Regrading the Salary Range for the Position of Human Resources Manager. (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances October County Board.
15. Human Resources - Monthly Committee Report (August 2008). Receive & place on file.
16. Human Resources - Budget Status Financial Report for August 31, 2008. Receive & place on file.
17. Human Resources - Communication from Supervisor Williams re: The pay scales and steps for non-represented employees, supervisors and managers be reviewed and adjusted as dictated by market demands. (Held from previous meeting.) To move ahead.
18. Human Resources - Update on Administration compensation. Refer to next month's meeting.
19. Human Resources - Resolution re: Regrading the Salary Range for the Position of Corporation Counsel. (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances October County Board.

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20. County Clerk & Child Support Agency - Budget Status Financial Report for August 31, 2008; Corporation Counsel – Budget Status Financial Report for July & August 2008. Receive & place on file.
21. Audit of bills. Pay the bills.

Approved by:

COUNTY EXECUTIVE

Date

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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, September 25, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Chair; Jack Krueger, Patty Hoeft, Tony Theisen, Andy Williams

Excused:

Also Present: Supervisor Carole Andrews. Executive Hinz, Jayme Sellen, Kerry Blaney, Bill Dowell, Sara Perrizo, Debbie Klarkowski, Lynn Vanden Langenberg, Other Interested Parties.



I. CALL TO ORDER:

The meeting was called to order by Chairman at 5:38 p.m.

II. APPROVE/MODIFY AGENDA:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. APPROVE/MODIFY MINUTES OF AUGUST 28, 2008:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. REVIEW MINUTES OF:

a. HOUSING AUTHORITY (8/18/08):

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

2. COMMUNICATION FROM SUPERVISOR STEVE FEWELL RE: REVIEW AND MAKE UPDATE THE BROWN COUNTY CODE 30.07 RELATING TO CHARGES FOR SHERIFF'S DEPARTMENT PATROL DIVISION. (REFERRED FROM AUGUST COUNTY BOARD.)

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

#2A COMMUNICATION FROM SUPERVISOR JULIE KNIER RE: DISALLOWANCE OF CLAIM RESOLUTIONS SHALL PROVIDE INFORMATION ON THE CIRCUMSTANCES OF THE CLAIM. (REFERRED FROM SEPTEMBER COUNTY BOARD.)

Both Supervisors Theisen & Lund commented about what Fred Mohr had explained with regard to these disallowances. Mohr clarified for them on these disallowances that they always wait until the 60 days, then if the person denied wanted to go further, they would go to Circuit Court. Some disallowances would go to a grievance instead of going to court because some of these claims are such a small amount of money that it would cost more money to litigate.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

ADDITIONS/DELETIONS IN DEPARTMENTS

#2B RESOLUTION RE: APPROVING NEW OR DELETED POSITIONS DURING THE 2009 BUDGET PRODESS. (FOR CORPORATION COUNSEL & ADMINISTRATION DEPT. – INFORMATION SERVICES.)

No action taken.

APPOINTMENT

3. APPOINTMENT OF SUPERVISOR CAROLE ANDREWS TO FACILITY MASTER PLAN SUB COMMITTEE.

Chair Lund thanked Supervisor Andrews for stepping up stating he felt it was an important committee.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

FACILITY MANAGEMENT

4. REQUEST FOR BUDGET TRANSFER (#08-58): INTERDEPARTMENTAL TRANSFER (INCLUDING CONTINGENCY OR GENERAL FUND TRANSFERS): REQUEST \$14,000 FROM ASSET MAINTENANCE FUND TO LIBRARY FOR ELEVATOR REPAIRS AT CENTRAL LIBRARY. (REFERRED FROM EDUCATION & RECREATION COMMITTEE.)

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. UPDATE ON COMPUTER ROOM FIRE SUPPRESSION SYSTEM.

Assistant Facility Director, John Machnik, stated this was sent out for bids and they received four replies. The lowest bid came in at about \$32,000; however, they were anticipating a cost of \$25,000. Machnik continued to explain the system and stated they are working with Purchasing on this. Recommendations will be brought to next month's meeting.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. BUDGET STATUS FINANCIAL REPORT FOR AUGUST 31, 2008:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

TREASURER

7. UPDATE ON CONVERSION TO CHASE BANK.

a. BANKING ISSUES AT THE NEW ZOO. (HELD FROM PREVIOUS MEETING.)

Internal Auditor, Sara Perrizo, referred to a handout (attached) re: issues at the Zoo with banking and courier conversions. She stated that the majority of the problem has been with the courier and has been fixed. Brown County Treasurer, Kerry Blaney helped the Zoo get a coin counter. According to Blaney, the Zoo is a type of business heavily into a coin type of operation and currency. The coin counter is a big improvement and will take care of the Zoo's needs and give them an audit trail.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. BUDGET STATUS FINANCIAL REPORT FOR JULY & AUGUST 2008:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY WILLIAMS SUPERVISOR TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

#8A COMMUNICATION FROM SUPERVISOR JOHN VANDER LEESE RE: REQUEST TO REVIEW BROWN COUNTY'S POLICIES ON UNPAID PROPERTY TAX BILLS. (REFERRED FROM SEPTEMBER COUNTY BOARD.)

In response to Supervisor Vander Leest's request, Treasurer, Kerry Blaney, explained Brown County's policies on unpaid property tax bills. This year, his office is focusing on foreclosing 2005 government property taxes. On September 1, 2008, the Treasurer's office can start

proceedings on anyone with delinquent 2005 property taxes. These people have been notified to pay by August 31, 2008 or they will be charged \$150 for legal and title searches. If their tax bill is not paid by October 31, 2008, the Treasurer's office can start foreclosing procedures and report all the documents to the courts. A certified letter with all the legal papers is sent to the homeowner, taxpayer, and/or anyone who has interest in the property. The last day they can pay for delinquent taxes is January 15, 2009. By State Statutes, they cannot go to court with less than 30 days of the redemption days. On February 15, 2009, they can start going to court to foreclose on the property. Because of the economic conditions this year, the number of delinquencies is 300 whereas in previous years it was about 130. Blaney related a scenario of a person who was on the foreclosure list who eventually had to be evicted. This was a first for his office, and he had to contact Corporation Counsel for direction on how to evict the person. The court hearing is scheduled for October 3rd, 2008 for them to appear in court and state their case. The judge will have to make the decision on what to do. Blaney explained that Brown County is not out anything and will receive any amount owed from selling the property.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Message from Chairman Lund for the record: Lund stated it is disconcerting that there are communications from supervisors who are not at the Administration Committee. Not one of them contacted Lund regarding whether they would be present at this meeting with regard to their communications. Lund would like a little respect for the committee when a communication is put on.

DEPT. OF ADMINISTRATION

9. REQUEST FOR BUDGET TRANSFER (#08-61): INCREASE IN EXPENDITURES WITH OFFSETTING INCREASE IN REVENUE. REQUESTING BUDGET TRANSFER OF REVENUES & EXPENDITURES FROM BOND ACCOUNTS THAT WERE REFUNDED WITH 2008 BONDING:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. 2008 BUDGET TRANSFER LOG:

A MOTION WAS MADE BY SUPERVISOR KRUGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. ASSET MAINTENANCE FUND EXPENDITURES:

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. BUDGET STATUS FINANCIAL REPORT FOR AUGUST 31, 2008:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. INFORMATION SERVICES – BUDGET STATUS FINANCIAL REPORT FOR AUGUST 31, 2008:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. EXECUTIVE RESOLUTION RE: REGRADING THE SALARY RANGE FOR THE POSITION OF HUMAN RESOURCES MANAGER. (REFERRED TO EXECUTIVE COMMITTEE.)

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

HUMAN RESOURCES

15. HUMAN RESOURCES MONTHLY COMMITTEE REPORT (AUGUST 2008):

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. BUDGET STATUS FINANCIAL REPORT FOR AUGUST 31, 2008:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. COMMUNICATION FROM SUPERVISOR WILLIAMS RE: THE PAY SCALES AND STEPS FOR NON-REPRESENTED EMPLOYEES, SUPERVISORS AND MANAGERS BE REVIEWED AND ADJUSTED AS DICTATED BY MARKET DEMANDS. (HELD FROM PREVIOUS MEETING.)

Labor Negotiator, Don Vanderkelen, responded that this has come from a dialog involving adjustments with the current schedule. He described the existence of government employees whose municipal employer is the County Board. According to Vanderkelen, pay scale and performance has been discussed with relation to increasing the rates. He felt it should be

done uniformly throughout the system and there would be greater rewards and the ability to better manage employees if there was a value system of determination based on performance.

Vanderkelen spoke with Human Resources Manager, Debbie Klarkowski, and Administration Director, Lynn Vanden Langenberg, about this and they will have something developed in a report for next month's meeting.

Supervisor Williams stated that they are trying to create a system that is going to stay responsive year in and year out so that they have to do less managing of pay scales.

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO MOVE AHEAD. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. UPDATE ON ADMINISTRATION COMPENSATION:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO REFER TO NEXT MONTHS MEETING. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. RESOLUTION RE: REGRADING THE SALARY RANGE FOR THE POSITION OF CORPORATION COUNSEL. (REFERRED TO EXECUTIVE COMMITTEE.)

A MOTION WAS MADE BY SUPERVISOR KRUGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COUNTY CLERK - BUDGET STATUS FINANCIAL REPORT FOR AUGUST 31, 2008.
NO OTHER AGENDA ITEMS.

CORPORATION COUNSEL BUDGET STATUS FINANCIAL REPORT FOR JULY & AUGUST, 2008. NO OTHER AGENDA ITEMS.

CHILD SUPPORT AGENCY BUDGET STATUS FINANCIAL REPORT FOR AUGUST 31, 2008. NO OTHER AGENDA ITEMS.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO SUSPEND THE RULES TO TAKE COUNTY CLERK, CORPORATION COUNSEL AND CHILD SUPPORT AGENCY TOGETHER. Vote taken. MOTION CARRIED UNANIMOUSLY.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

OTHER

20. **AUDIT OF BILLS:**

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

21. **SUCH OTHER MATTERS AS AUTHORIZED BY LAW:** None.

Motion made by Supervisor Hoeft and seconded by Supervisor Williams to adjourn at 7:00 p.m.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

BOARD OF SUPERVISORS

Brown County



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SARA J. PERRIZO
INTERNAL AUDITOR

To: Administration Committee Members

From: Sara Perrizo, Internal Auditor *SP*

Date: September 19, 2008

Re: Issues at the Zoo with banking and courier conversions

Please find attached updated timelines regarding the issues that arose at the NEW Zoo during the conversion to Chase Bank and Garda courier services. I am pleased to report that most issues have been resolved.

This item is scheduled to be on the Administration Committee agenda for Thursday, September 25, 2008. I will be at this meeting to answer any questions you may have.

Thank you!

7a

Timeline of Events and Issues
Transition to Chase Bank
NEW Zoo

Date	Event
8/1/2008	Meeting at Zoo regarding issues with Garda and coin revenue <u>People present:</u> Kerry Blaney, Mary Reinhard, Neil Anderson, Maria Fisher, Sara Perrizo and Laura Buntman Issues discussed included incorrect denominations of currency being sent by Chase to the Zoo (change orders) and the fact that once coin revenue has been deposited (uncounted), the Zoo is not informed of the amount received by Chase.
8/5/2008	The Zoo Operations Manager e-mails the Treasurer a second request for access to the Chase web-based reporting system which is needed for the Zoo to be able to track and record the amount of coin (vending) revenue that was deposited.
8/7/2008	The Zoo Operations Manager e-mails the Treasurer a third request for access to the Chase web-based reporting.
8/11/2008	The Zoo Operations Manager e-mails the Internal Auditor asking for assistance in resolving the issues regarding coin revenue. Internal Auditor contacts the Treasurer and is informed that he will make further attempts to correct the issues.
8/12/2008	The Zoo Operations Manager and the Treasurer meet and attempt to trace coin revenue deposits to reports from Chase. Not all deposits could be traced to a record at Chase.
8/13/2008 morning	The Zoo Operations Manager e-mails an update to the Internal Auditor. In the e-mail, she indicates that she still does not have access to the Chase reports on-line. In addition, she states that the reports provided by Chase do not include bag numbers of deposits and do include 'miscellaneous adjustments' for which there is no explanation.
8/13/2008 afternoon	The Zoo Operations Manager finally receives access to the Chase on-line reporting system.
9/18/2008	Update from the Zoo Operations Manager to the Internal Auditor: The amounts and dates of the coin revenue deposits have been figured out. With the help of the Treasurer, the Zoo is purchasing a coin counter to give them the ability to count coin revenue before sending it to be deposited. All other issues have been, or are in the process of being, solved.

Timeline of Events and Issues
Transition to Garda courier service
NEW Zoo

Date	Event
8/1/2008	Meeting at Zoo regarding issues with Garda and coin revenue <u>People present:</u> Treasurer, Deputy Treasurer, Zoo Director, Zoo Operations Manager, Internal Auditor and Zoo Lead Concessionaire Issues discussed included the lack of timeliness for Garda's pick-ups, which were expected to be between 9:00 am and 11:00 am Monday through Saturday.
8/4/2008	The Zoo Operations Manager e-mails the Treasurer and Internal Auditor regarding incidents that occurred during the previous weekend. Garda was scheduled to arrive at the Zoo on Saturday, August 2 between 10:00 am and 12:00 pm. In reality, Garda NEVER showed up and therefore the Zoo did not receive the change order that was requested on Thursday, July 31 nor were they able to deposit the revenue from the previous day. The staff at the Zoo was unable to get a response from Garda and eventually they completely ran out of pennies. The Zoo Operations manager then used her own personal money to attempt to procure enough pennies for the Zoo to operate on Sunday. As of 1:51 pm on Monday, August 4, Garda still had not shown up at the Zoo and the Operations Manager made the drive to the bank to get change and make the deposits. However, there were limited staff at the Zoo and the Operations Manager had to go to the bank alone - a violation of County policy.
8/13/2008 morning	The Zoo Operations Manager e-mails an update to the Internal Auditor. In the e-mail, she indicates that the courier pick-ups remain irregular and unpredictable.
8/18/2008	The Zoo Operations Manager e-mails the Treasurer and Internal Auditor and indicates that Garda did not appear at the Zoo until 5:01 pm the previous Saturday. In addition, she states that the Zoo does not have a current picture list of the employees at Garda and previously an employee showed up that could not be identified.
8/25/2008	The Zoo Operations Manager e-mails the Internal Auditor that Garda picked up at the correct time on Saturday, August 23. However, at 12:21 pm on Monday they still had not arrived.
9/3/2008	Meeting with a representative from Garda <u>People present:</u> Treasurer, Airport Director, Airport Administrative Manager, Zoo Operations Manager, Purchasing Manager, Internal Auditor Issues discussed included Saturday pick-ups at both the Zoo and Airport. Garda representative indicates that he believes that the pick-ups can be made between 9:00 am and 11:00 am due to the fact that Garda has added a special route for Saturdays only. He also indicates that morning pick-ups at the Zoo during the week are not possible without the addition of a dedicated route at a cost of \$100 per day. The Zoo Operations Manager states that she believes the Zoo will be able to operate with afternoon pick-ups during the months of September through March, but that morning pick-ups will be required during summer months. Also discussed at the meeting were the protocols for issuing updated picture lists of Garda employees and identification of employees when pick-ups occur.
9/19/2008	Update from the Zoo Operations Manager to the Internal Auditor: The average pickup time during the month of September has been 3:00, which is acceptable. All other issues have been, or are in the process of being, solved.